

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 4. Risk Management
(Key Function – 4.4 Business Continuity Planning)

Title	Formulate business continuity planning policies and procedures
Code	109311L6
Range	Development of policies and implementation procedures of business continuity planning (BCP). This applies to the maintenance of the bank's business and operations in different functions and geographical areas.
Level	6
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Possess knowledge in business continuity planning and apply it to evaluate different approaches of BCP in order to recommend models which are suitable to the bank's business strategies, operations, business procedures, services and resources, etc. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Establish policies, processes and standards for business operations during disasters; • Provide necessary infrastructure or resources to facilitate implementation of business continuity policies; • Identify vital information for critical business recovery to formulate policies on record management; • Formulate policies and procedures regarding communication with external parties (e.g. regulators, media, business partners, etc.) to ensure consistent flow of up-to-date message to prevent rumours or panic; • Formulate policies regarding internal communication during disaster in order to coordinate recovery effort. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Design contingent operational procedures under extraordinary circumstances with a consideration of meeting minimum level of customer service requirements and regulatory compliance, etc.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Formulation of business continuity planning policies, procedures and supporting measures which can maintain normal operation of the bank during unexpected environment or events; • Design of guiding operational procedures of business continuity planning under extraordinary circumstances according to critical analyses on the forecasted impacts of disasters imposed on the bank's standard operations and business procedures.
Remark	